



CITY OF MERRILL

PERSONNEL AND FINANCE COMMITTEE

MINUTES • TUESDAY SEPTEMBER 24, 2019

Regular Meeting

City Hall Council Chambers

5:00 PM

I. Call to Order

Alderman Russell called the meeting to order at 5:00 P.M.

Attendee Name	Title	Status	Arrived
Rick Blake	Aldersperson - Third District	Present	
Paul Russell	Aldersperson - First District	Present	
Steve Osness	Aldersperson - Fourth District	Present	

Also in attendance: Mayor Derek Woellner, City Administrator Dave Johnson, Finance Director Kathy Unertl, City Attorney Tom Hayden, Library Director Stacy Stevens, Police Chief Corey Bennett, Fire Chief Josh Klug, Alderman Steve Hass, Alderman Steve Sabatke, Alderman Rob Norton, Jill Bostrom, Brenda Grefe, Kathy Seubert, Cheryl Plautz, Al Wix, Ryan Schwartzman, LaDonna Fermanich and City Clerk Bill Heideman. A representative from Merrill Productions was present to videotape the meeting.

II. Vouchers:

1. Vouchers

City staff answered questions related to the vouchers.

Motion (Osness/Blake) to approve.

RESULT: APPROVED

III. Agenda items for consideration:

1. Consider writing off 2016 & 2017 over-collected Personal Property tax bills for S&I Excavating, LLC (formerly in business at 200 S. State St.).

Information was in the meeting packet.

Motion (Osness/Blake) to approve.

RESULT: APPROVED & SENT TO COUNCIL

Next: 10/8/2019 7:00 PM

2. Consider request from Police Chief Bennett to dispose of surplus property (2014 Ford Taurus Police Interceptor).

Information was in the meeting packet.

Police Chief Bennett is requesting that he be allowed to dispose of surplus City property, specifically a squad car that has been removed from service and replaced. He is requesting that he be allowed to dispose of the vehicle via the Wisconsin Surplus Auctions service, coupled with local advertising (if necessary).

Motion (Osness/Blake) to approve the request as submitted.

RESULT: APPROVED

3. Consider request from Alderman Osness to establish a hiring freeze (for both current and new positions) to be in effect until passage of the 2020 City Budget.

Motion (Osness/Russell) to approve.

Alderman Osness explained that he was asking for a freeze at this time because he is not in favor of hiring employees and then potentially laying them off later due to budget restraints. He is aware that the Police Department is currently in a hiring process, and would not be opposed to allowing that particular hiring process to continue.

After discussion, Alderman Russell requested that his second to the motion be withdrawn.

No vote or formal action was taken at this time. This issue will be placed on a future meeting agenda.

4. Consider policy change(s) related to submission of Citizen Feedback Forms

Alderman Russell placed this item on the agenda. He is requesting that all Citizen Feedback Form be returned to him, regardless of the submitter's aldermanic district.

Alderman Russell acknowledged the receipt of four more Citizen Feedback Forms.

No formal action was taken.

5. Continue consideration of employee survey (draft)

Work on this form has encompassed several meetings. The last "version" of the form was in the meeting packet.

Alderman Osness stated his opinion that the form now "looks good" and is ready for distribution to the employees.

After employees complete the forms, the forms will be accepted in a "drop box" at City Hall. Completed forms will then be reviewed by the Personnel and Finance Committee.

City Attorney Hayden stated that form distribution to employees can begin if the form is approved by the Personnel and Finance Committee, as no Common Council would be necessary.

Motion (Blake/Osness) to approve the form and begin the steps necessary to distribute forms to the employees.

RESULT: APPROVED

6. Update and discussion on 2020 City Budget

Finance Director Unertl reported that the City will be receiving additional funding via the Expenditure Restraint Program. We are still waiting to receive other budget-related data.

The three-ring budget binder and budget information will be available on Friday, September 27th.

IV. Monthly Reports:

1. Municipal Court

Two reports were in the meeting packet.

2. Finance Director Unertl

Two reports were in the meeting packet.

It was noted that the dates for the Comprehensive Plan update meetings have been suggested, but have not yet been officially announced.

3. City Attorney Hayden

Two reports were in the meeting packet.

4. City Clerk Heideman

Two reports were in the meeting packet.

City Clerk Heideman reported that Governor Evers has announced the dates for the special election(s) to fill the vacant seat in the Seventh Congressional District created by the resignation of Sean Duffy. The Primary Election (if necessary) will be held on December 30th, 2019 and the General Election is scheduled for January 27th, 2020.

Clerk's Note: It now appears likely that the two election dates announced will be changed.

5. City Administrator Johnson

The report was in the meeting packet.

City Administrator Johnson answered questions from the committee.

6. Consider placing monthly reports on file

Motion (Osness/Blake) to place on file.

RESULT:	PLACED ON FILE
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V. Establish date, time and location of next regular meeting

Tuesday, October 29th, 2019 at 5:00 P.M. in the City Hall Common Council Chambers.

VI. Public Comment Period

None.

VII. Closed Session(s):

Motion (Osness/Blake) to convene in closed session. Carried 3-0 on roll call vote. Convened in closed session at 5:42 P.M.

1. The Committee may convene in closed session pursuant to Wisconsin State Statutes 19.85(1)(e) & (g) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved in, to confer with legal counsel regarding advice on strategy for ongoing Police and Fire union negotiations.

To date, the minutes of this closed session have not been submitted to the City Clerk.

2. The Committee may convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(f) to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon any person referred to in such histories or data, or involved in such problems or investigations, to review submitted Citizen Feedback Forms related to City employee(s).

To date, the minutes of this closed session have not been submitted to the City Clerk.

VIII. The Committee may reconvene in open session for potential action(s) on closed session issue(s).

To date, the minutes of this portion of the meeting have not been submitted to the City Clerk.

IX. Adjournment

To date, the minutes of this portion of the meeting have not been submitted to the City Clerk.